

S-E-C-R-E-T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140042-6

Classification

REPORTS INVENTORY						CONTROL NO.									
PREPARE IN DUPLICATE						DDS/OTR/OS-8									
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT									
Evaluation of OTR Training						<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING									
3. FUNCTIONAL AREA		PERSONNEL		<input checked="" type="checkbox"/> TRAINING		ADMIN. GENERAL									
		LOGISTICS		<input type="checkbox"/> SECURITY		OTHER (specify)									
		MEDICAL		<input type="checkbox"/> FINANCE											
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)											
5		Annually		1 (DTR) 25X1											
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT											
Memo		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		HR- <input type="text"/> Memo 68-4368, 17 Oct 68, from Ex. Dir-Cor											
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)											
C/OS/TR				2 (DC/OS/ST and DC/OS/ALT) memos, same subject											
12. COST FACTORS															
A. MANUAL PREPARATION AND REVIEW COSTS															
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR								
GS-15	12.80		4		51.20		1 51.20								
GS-16	14.50		2		29.00		1 29.00								
GS- 7	4.50		2		9.00		1 9.00								
B. COSTS OF COMPUTER PRODUCED REPORTS															
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TOTAL COSTS PER YEAR						89.20									
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.															
Required by Agency regulations.															
14. FUTURE GOALS															
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS									
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS									
<input type="checkbox"/> CHANGE						DOLLARS									
<input type="checkbox"/> DISCONTINUE						0 STAT									
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION									
5 October 1970		Chief, Operations School/ TR													

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